



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

EMPLOYMENT OPPORTUNITY

COURT SERVICES TECHNICIAN II

\$ 2058-2500/month

Final Filing Date: CONTINUOUS

POSITION OVERVIEW: Performs work of routine difficulty including: answers incoming telephone calls and greets visitors and the general public; provides customer service and support; responds to inquiries and/or directs individuals to the appropriate area or assists them with information; accepts fine payments; sets up court dates; and checks court records. Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail. Receives and distributes faxes and e-mail. Processes citations, criminal complaints, motions, orders and/or other legal documents, to include examining documents for completeness, validity and jurisdiction; filing documents; completing related forms; setting up payment plans; sending orders; preparing, issuing and recalling warrants; transferring citations; and disposing of cases. Prepares court calendar, pulls and organizes related files and re-files information. Examines status of cases and notifies appropriate agencies of findings. Performs background checks by accessing computer information, completing research forms and forwarding to requesting party. Makes certified copies of legal documents and/or indexes same. Processes bail bonds. Contacts Sheriff's Office to arrange transports. Types letters, memos, labels, etc.

ESSENTIAL DUTIES AND QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **KNOWLEDGE:** Policies and procedures and department operating standards in assigned department. The ability to work accurately under pressure; organize and prioritize work assignments; to comply with laws, regulations and professional practices governing court operations; to demonstrate tact and diplomacy; learn to provide information on, and referral to, court services and related law enforcement. Record keeping, report preparation, filing methods and records management techniques. Basic accounting processes, customer service techniques. Correct English usage, including spelling, grammar, punctuation, and vocabulary. General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment. Standard business arithmetic, including percentages and decimals. All computer applications and hardware related to performance of the essential functions of the job. **SKILL IN:** Using tact, discretion, initiative and independent judgment within established guidelines. Operating and routine maintenance of general office machines such as copiers, facsimiles machines (FAX), and telephone systems. Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner. Reading and comprehending instructions, citations, orders, routine correspondence and memos. Ability to deal with problems, establish and maintain effective working relationships, and to understand and carry out oral and written instructions.

A combination of education and experience that would demonstrate possession of the knowledge and ability listed above. An example of qualifying education and experience would be: High school diploma or GED; and two to four years of progressively responsible experience performing general office duties such as typing, filing, and answering telephones; or any combination of education, training and experience which provides the required knowledge, skills, and ability to perform the essential functions of the job.

Licenses and Certifications: Valid California Driver's License

Union Representation: Membership with, or Fee Payer to, the SEIU, Local 707 is a condition of employment with the Superior Court. Union information will be provided upon hire.

Background Investigations: Positions in the Courts may be subject to background and financial investigations.

SELECTION PROCEDURES: All applications will be reviewed with those judged most qualified progressing further into the selection process. Based on the number of qualified candidates, a written exam, an oral examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form will be administered. A passing mark of 70 must be attained for placement on the employment list. Special testing arrangements may be made to accommodate disabilities or religious convictions. Phone Superior Court Human Resources at (707) 463-4285 or (707) 463-6815 to discuss needed arrangements.

24 Hour Job Line
(707) 467-2544
Phone: (707) 463-4285
www.mendocino.courts.ca.gov

APPLY TO: Superior Court Human Resources
County of Mendocino
100 No. State Street Room 303
Ukiah, California 95482

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER